



WISCONSIN

**DEPARTMENT OF WORKFORCE DEVELOPMENT**

Division of Economic Support

Bureau of Work Support Programs

**TO: Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

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**BWSP OPERATIONS MEMO**

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**File:** 1110  
2445

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**Non W-2** ☐ **W-2** ☒ **CC** ☐

**PRIORITY:** Medium

**SUBJECT: WORKFORCE ATTACHMENT & ADVANCEMENT (WAA)  
PARTICIPANT APPLICATION AND ELIGIBILITY DETERMINATION**

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**CROSS REFERENCE:** None

**EFFECTIVE DATE:** Immediately

**PURPOSE**

This memo explains the process for determining applicant eligibility for the Workforce Attachment and Advancement (WAA) program. Attached to this memo are the WAA Application and Instructions (DES 12138) and a DES Confidential Information Release Authorization (DES 11377) for use with noncustodial parent applicants.

**BACKGROUND**

The WAA program provides job retention services, training for job advancement, and other employment and training services to assist adults in low-income families in remaining attached to the workforce and in advancing to higher-paying employment. Custodial parents and noncustodial parents (NCPs) are eligible for WAA services if their income is under 200% of the Federal Poverty Limit and if they meet other federal TANF eligibility requirements.

The eligibility determination process explained in this memo applies to all WAA program providers, regardless of the funding track.

**Agencies that subcontract for the administration of WAA services are responsible for communicating these policy changes to the subcontracted agencies.**

**WAA TARGET POPULATION & OUTREACH**

Participation in the WAA program is voluntary and WAA services should be structured to meet individual needs. If WAA program resources are not sufficient to meet the needs of all potential program participants, priority for service should be given to former participants in the W-2 and FSET programs along with local target populations identified in WAA program plans.

WAA service providers should coordinate their outreach efforts with Job Center partner agencies to identify potential participants for the WAA program. WAA service providers should also collaborate with Child Support Agencies (CSAs) to identify potential NCP participants for the WAA program. As part of the employer services component, WAA service providers should work with employers to identify existing employees who may need services to promote job retention and training for job advancement.

WAA program funds cannot be used for services which W-2 agencies are required to provide under their W-2 and Related Programs contract. Persons currently in W-2 employment positions (i.e., W-2T and CSJ) should receive all necessary services through the W-2 program. For persons in W-2 case management and FSET, WAA program funds can be used to supplement the services provided by W-2 agencies and to continue employment and training services to persons once their participation in W-2 and FSET is completed. WAA program funds can also be used to supplement and continue services to WAA eligible persons who receive other TANF-funded services or who participate in other employment and training programs.

### ***WAA ELIGIBILITY PROCESS***

WAA program eligibility determination must be determined for all persons receiving individualized WAA services. Individual services include job retention, training and other services that involve an expenditure of WAA program funds on behalf of a specific individual. WAA program eligibility must be determined for the individual before WAA program funds can be spent on individualized services.

Participants in WAA group services do not have to complete a WAA application. Group services typically include job readiness, placement and basic skills development activities that are provided in group workshop settings or common areas such as Job Center resource areas. WAA service providers must demonstrate that group services benefit the TANF-eligible population.

### ***WAA PROGRAM APPLICATION***

Each person interested in receiving individualized WAA program services must complete the WAA program application form attached to this memo, DES 12138. The form captures the information necessary to determine eligibility for TANF services and other information used for WAA program participant reporting purposes. The WAA application form is posted electronically in two locations on the DWD web site. WAA service providers should download the form and make copies as needed for local use.

Download the form from either of these locations

1. DES Forms Repository: <http://workweb.dwd.state.wi.us/Notespub/bwiforms/default.htm>. This site is accessible to DWD Partners, and requires a DWD Partner ID and password.
2. WAA Program Web Site: <http://www.dwd.state.wi.us/dwewaa/>

The application form serves as the official documentation of WAA program eligibility and should be retained in a file for the participant along with the documentation needed to verify eligibility requirements. Participant files will be reviewed by DWD as part of WAA program monitoring activities.

The application form may be completed by the applicant, by a representative of the applicant, and/or with the assistance from WAA program staff. The individual applicant must sign the form to verify that the information provided is correct and to authorize the release of WAA program information.

The date of the individual's signature on the form serves as the effective date of WAA program eligibility. Individualized services may be provided beginning with this date as long as the WAA service provider has verified that the individual is eligible for WAA. Do not back-date WAA applications to use WAA program funds to pay for services previously provided by other programs.

Persons should complete a WAA application form to receive individualized WAA services even if they have recently completed an application form for Community Reinvestment or other services. If local agencies have recently verified a participant's TANF eligibility for other program purposes, that verification can be used for the WAA program as well.

Individuals need to submit only one WAA application to receive services funded under either Track 1 or Track 2. If a person receives WAA services from more than one WAA funding source, local agencies must share WAA eligibility information with the other agencies as requested so those agencies can document that their WAA expenditures are on eligible individuals.

## ***WAA APPLICATION FORM INSTRUCTIONS***

DES 12138 includes 2 pages of instructions for local agency staff. The instructions provide guidance to staff to assist applicants in completing the form, and the instructions also provide detailed information on verifying WAA eligibility. The following are general points regarding eligibility of individuals for WAA services in Wisconsin.

### ***Eligibility Requirements***

- The applicant must be a resident of Wisconsin, but there is no minimum residency requirement for the WAA program.
- The applicant must be the parent of a minor child who also resides in Wisconsin.
- There is no asset limit test for the WAA program; financial eligibility is based solely on income.
- Income for the WAA program is calculated using W-2 program income policies. The application instructions provide specific references to the appropriate policies.

- To determine family size, refer to the definition of a “W-2 Group” in the W-2 Manual Glossary. If both parents in a two-parent family participate in WAA, each should complete a separate application.

### Verification of Eligibility

- Verify the income amount. References to the appropriate verification sources are included in the application instructions. For persons with current records in the CARES system for other programs, this other program information can be used to verify WAA eligibility.
- Verify the status of an individual as the parent of a minor child.
- Verify paternity for at least one child of a non-custodial parent (NCP).

### **ELIGIBILITY DETERMINATION FOR NCPs**

Some of provisions for NCP eligibility are unique to the WAA program.

- NCPs are counted as a family size of 1 for the WAA program, even if s/he is currently residing in a household with other persons. Income of other persons in the NCP's household is not included for WAA program purposes.
- For WAA, the NCP must be low-income and have a child in Wisconsin. Unlike the Welfare-to-Work program, the child does not have to be low-income for the NCP to be eligible. NCPs of children receiving public assistance, however, should be a priority for services under the WAA program.
- Paternity must be verified for at least one child. The WAA application form asks staff to indicate which county or tribe has jurisdiction for child support.
- NCPs must cooperate with child support enforcement by keeping their Child Support Agency (CSA) informed of their current address and employment situation. WAA providers should collaborate with CSAs to ensure WAA program participants comply with child support requirements.
- If an NCP applicant is not eligible for WAA, they may be eligible for WtW services.

NCP applicants should complete the attached child support information release form, DES 11377, to authorize WAA program staff to verify paternity and child support payment information. This form will soon be available in electronic form in the DES Forms Repository. To obtain paper copies until the form is available on the web site, please contact:

Barb Albrecht  
201 E. Washington Ave., P.O. Box 7935  
Madison, WI 53707-7935

Fax: (608) 267-3240  
Email: [albrecba@dwd.state.wi.us](mailto:albrecba@dwd.state.wi.us)

As explained in the application instructions, determining WAA income eligibility for NCPs is a 2-step process.

1. Determine the total monthly income of the NCP.
2. Subtract the monthly child support payments made from the total monthly income to determine the amount of income for WAA eligibility purposes.

On the CARES screens for the WAA program, local agencies will need to document the total income, the subtracted child support paid amount and the new WAA income amount. The total income amount for NCPs will be used for performance measurement purposes to measure changes in earnings.

### ***WAA TRACKING IN CARES***

DWD is in the process of modifying CARES to track WAA program participants. WAA participant tracking in CARES will be similar to the tracking process used for Children First and WtW. Staff will register WAA participants using the Client Registration (CR) subsystem, and will then refer participants to the Work Programs (WP) subsystem to document their employability/service plan and service components.

When the CARES screens are ready, the WAA application form will continue to serve as the official eligibility determination document. Continue to determine WAA eligibility through this manual process, and enter the information from the WAA application form into CARES for participant tracking purposes. In CARES, WAA program staff will designate cases as either Track 1 (W-2), Track 2 (WDB) or Track 3 (combined) for purposes of measuring participant outcomes and program performance.

Persons who are not currently enrolled in the CARES WP subsystem will need to be enrolled and an employability/service plan developed for WAA activities. For participants already enrolled in the WP subsystem, WAA program staff will need to coordinate with staff responsible for the other program services to keep the service plan updated.

DWD anticipates these CARES screens will be ready for local agency use in the late summer/early fall of 2000. Agencies will need to enter existing WAA program cases into CARES at that time. DWD will schedule training for local agency staff to coincide with the production of the new screens.

### ***ELIGIBILITY RE-DETERMINATION***

Once determined eligible for WAA services, an individual is eligible for a 6-month period, regardless of changes in eligibility status. Participants are responsible for informing WAA service providers of changes in their income and family circumstances. Should these changes make the participant ineligible for WAA services, the individual can complete the current 6-month service plan. It will not be necessary to update income and family information in CARES during the 6-month period, but it will be possible to do so.

WAA eligibility must be re-determined at 6-month intervals. The WAA application form can be used for both the initial eligibility determination and subsequent re-determinations. When CARES screens for the WAA program are ready, WAA service providers will document the results of 6-month eligibility reviews in CARES. WAA service providers are responsible for doing the re-determinations in a timely manner, but there is no requirement to cease WAA program services for individuals if eligibility re-determination is delayed. WAA individual service plans should be reviewed concurrent to eligibility re-determination.

***CONTACTS***

For questions regarding WAA eligibility, please contact either your Local Program Liaison (for WDBs) or your DES Area Administrator (for W-2 agencies).

The WAA web site provides further information on the WAA program:  
<http://www.dwd.state.wi.us/dwewaa/>

***ATTACHMENTS***

DES-12138 (N. 04/2000), Workforce Attachment and Advancement (WAA) Application

DES-11377 (N. 02/99), Confidential Information Release Authorization